

REQUEST FOR PROPOSALS

TITLE: Bridge deck monitoring for Bridge 11 on NC 12 (Herbert C. Bonner Bridge) in Dare County

USING AGENCY: North Carolina Department of Transportation

ISSUE DATE: January 15, 2014

SUBMITTAL DEADLINE: February 14, 2014

ISSUING AGENCY: North Carolina Department of Transportation,
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to develop a comprehensive plan to monitor bridge deck movements and interpret data for the Herbert C. Bonner Bridge in Dare County. Qualifications of the teams will be determined based on the information in the RFP. A professional engineer will be required to interpret the data from the monitoring.

RFP's should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the RFP should be sent as a .pdf file: psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for Bridge Monitoring for Bonner Bridge."

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically **no later than 12:00 P.M., February 14, 2014.**

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a consultant team to monitor bridge deck movement on the Herbert C. Bonner Bridge in Dare County.

The specifics of the proposal should cover:

- The equipment and procedures to be used to provide continuous monitoring of horizontal, vertical, and tilt movement of up to 10 contiguous spans, and should include 24/7 notification of excess movement in any span monitored (excess movement to be defined and agreed upon jointly by the firm and the Department).
- All equipment and procedures should be portable and mobile, allowing for monitoring of any selected group of spans as desired by the NCDOT, continuously over a period of time to be established by the Department, not to exceed the duration of the contract.
- The proposal should include the provisions for power for the equipment and procedures, to be continuous over a period of time to be established by the Department, not to exceed the duration of the contract.
- This proposal should include maintenance of the equipment, interpretation of data, provision of raw and interpreted data to the Department and others as determined by the Department.
- This proposal should address a total contract duration of three years, with one optional 3 year extension.

This proposal should include an optional procedure for the use of SONAR in monitoring sand movement on the Oregon Inlet floor in the immediate vicinity of piles supporting up to two bridge piers.

- The equipment and procedures should provide 24/7 notification of any depth or negative elevation differential to be determined by the Department.
- The equipment and procedures should be portable and mobile.
- The proposal should include the provisions for power for the equipment and procedures, to be continuous over a period of time to be established by the Department, not to exceed the duration of the contract.
- This proposal should include maintenance of the equipment, interpretation of data, provision of raw and interpreted data to the Department and others as determined by the Department.
- This proposal should address a total contract duration of three years, with one optional 3 year extension.

SUBMITTAL REQUIREMENTS

All RFP's are limited to 20 (20) pages (RS-2 forms and resumes are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC RFP's WILL BE ACCEPTED. RFP's containing more than twenty (20) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to Scott Blevins at sblevins@ncdot.gov to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. **Questions must be submitted to the Mr. Blevins no later than 12:00 p.m. on January 31, 2014.** The last addendum will be issued no later than February 4, 2014.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 40%
2. Adequate staff and proposed team for the project. 30%
3. Proposed approach and equipment for the project. 30%

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of 3 firms to be interviewed. Shortlisted firms will be notified by February 24, 2014. Interviews with the shortlisted firms will be held the week of March 10, 2014. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers (if applicable) in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS 2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached by email at sblevins@ncdot.gov.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a team is selected. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.

SUBMISSION SCHEDULE AND KEY DATES

RFP Release – January 15, 2014
Deadline for Questions - January 31, 2014
Issue Final Addendum - February 4, 2014
Deadline to RFP Submission - February 14, 2014
Shortlist Announced - February 24, 2014
Interviews - the week of March 10, 2014
Firm Selection and Notification - March 14, 2014
Notice to Proceed - April 1, 2014